

*[Place on company letterhead]*

*[Date]*

Tish Peterson  
Public Works Financial Services Manager  
City of Eugene  
858 Pearl St. Suite 400  
Eugene, OR 97401

Re: Request for refund certificate under Eugene Code 3.483(2)

Dear Ms. Peterson:

Pursuant to Eugene Code, 1971 section 3.483(2), I request that the City of Eugene issue a Refund Certificate for fuel dispensed at the following facility, which is owned by *[insert company name]*:

*[Name of company]*

*[Mailing address]*

*[Fuel facility address if different than mailing address]*

I certify that a refund will be requested only for motor vehicle fuel taxes paid on fuel purchased in bulk by *[insert company name]*, distributed at this bulk fueling facility, and used only in vehicles owned or operated by *[insert company name]* and that are subject to the Oregon weight-mile tax. The attached exhibit lists identification number, license plate, and declared weight for each vehicle for which bulk fuel will be purchased and identified for refund under EC 3.483(2).

I understand that any refunds must be claimed within 15 months of the date that the fuel was purchased and that refund applications may be filed no more frequently than quarterly and may not be filed to request funds less than \$25.

*[Signature of company official]*